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Office Memorandum • UNITED STATES GOVERNMENT

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TO : Mr. [REDACTED]

DATE: 7 November 1949

FROM : Chief, Transportation Branch

SUBJECT: Monthly Report of Transportation Division Activities - October 1949

The following report covering activities of the Transportation Branch during the month of October is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:

- 7 trips to New York, N. Y.
- 6 trips to Baltimore, Md.
- 2 trips to Norfolk, Va.
- 1 trip to Westover, Mass.
- 1 trip to Passiac, N. J.
- 221 local hauls in and around Washington

2. Que Building Motor Pool Operations:

- 1169 total trips made
- 55.7 average number of trips per day
- 8547 total miles operated
- 407 average miles per day
- 7.3 average number of cars in pool per day
- 7.3 average miles per trip
- 37.2 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
August	8459	1152	367.7
September	7007	1111	333.6
October	8547	1169	407

During the month the shuttle service between CIA Buildings and the Pentagon carried a total of 9093 passengers, an average of 433 per day.

3. Following is a report of the activities of the [REDACTED] Garage: 25X1A6a

Repair Jobs		- 43
*Labor	- \$717.00	
Parts	- 723.19	
Repair Jobs performed outside		- 4
Labor	- \$30.00	
Parts	- 21.53	
Maintenance Work		- 81
*Labor	- \$740.50	
Parts	32.19	

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Maintenance Work (Performed by Mechanic's Helpers)

Cars washed	-	117
Cars lubricated	-	70
Other service jobs	-	74
		<u>261</u>

The total value of labor performed by the Mechanics in the garage during the month was \$1457.50 compared with their total salaries of \$989.51 indicating a saving of \$467.99. The value of labor performed by the Mechanic's Helpers was \$660.75 compared with salaries of \$391.60, indicating a saving of \$269.15 an overall saving of \$737.14 for the month.

4. Forty two (42) passenger cars operated 33,641 miles; thirty three (33) trucks operated 18,707 miles while four (4) buses operated 9,474 miles, a grand total of 61,822 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	-	21
Airline Reservations	-	50
Steamship Reservations	-	5
Hotel Reservations	-	7
Fare Quotations	-	151
Persons Processed Overseas		8
Domestic Travelers	-	33
Transportation Requests	-	112

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